

Service	Material type	Description	Where	Access to service procedure	Times and ways	Rules		Users
						How many	How long	
External Loan	papaer books	it allows to borrow the materials which are indicated as "available document" in the catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Materials Library Como Campus Library Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online borrowing request for available documents (if there is the button in the catalogue)  withdrawal of the book in the library in the times indicated  online reservation for documents on loan, if there is the button in the catalogue. Withdrawal of the book in the library after receiving a notification via email e/o SMS  loan registration also through the selfcheck machine	immediate during the library opening hours, if you search by yourself the book on the shelf  The next working day you find the book reserved for you at the circulation desk  according to the times indicated in the catalogue you find the book reserved at the circulation desk (if the material is located in external storehouses)	up to 5 books	4 weeks	students, TA staff, co.co.co staff, retired professors, visiting professor and visiting PhD, external users*
						up to 10 books	4 weeks	professors and researchers adjunct professors researchers PhD
						1 book	4 weeks	Alumni
Renewal	paper books	it allows to renew the loan	all libraries	online renewal from the personal area of the catalogue. Possible if the title is not reserved by other users.	from the third day before the expiry date of the laon	no limits	2 weeks	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
						1 renewal	2 weeks	Alumni
Consultation	paper books and journals	it allows to view onsite the materials indicated in the catalogue as "document for internal consultation only" or as "available document"	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online consultation request (if there is the button in the catalogue)	immediate during the library opening hours, if the material is located in the library  according to the times indicated in the catalogue you find the book reserved at the circulation desk (if the material is located in external storehouses)	up to 5 at a time	the same day	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni
	paper cartography	it allows to view maps	Leonardo Campus Library basement	at the circulations desk	immediate Monday-Friday, from 9 am to 4 pm	up to 6 at a time	the same day	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD
			Mantova Campus Library		immediate Monday-Friday, from 9 am to 1 pm	up to 10 at a time		
	paper theses (discussed until 2010)	it allows to view onsite the post-graduate theses and PhD theses	Bovisa Candiani Library Leonardo Campus Library	online consultation request	2 working days from the request	up to 5 at a time	the same day	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
					2-4 working days from the request through the internal mail	up to 2 at a time 1 at a time		
					Mantova Campus Library	request in person in the library or by phone		
	digitalised theses (discussed until 2010), available on particular workstations	it allows to view onsite the post-graduate digitalised theses on Architecture	Bovisa Candiani Library	online consultation request	immediate	1 at a time	the same day	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni
			Leonardo Campus Library	request in person in the library	immediate Monday-Friday, from 9 am to 4 pm			
books in the Historical library (published from 1500 to 1899)	it allows to view onsite the books stored in the Historical Library	Historical Library (Leonardo Campus)	request in person in the library or by phone or via mail to biblioteca-storica@polimi.it	immediate	up to 5 at a time	the same day	everybody, also external users (without paying)	
documents Archives	it allows to view the documents of Archival Fonds stored at Historical Archives	Historical Archives	mail to <a href="mailto:archivio@polimi.it">archivio@polimi.it</a>	immediate			everybody, also external users* (without paying)	

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"Reserved" consultation	paper books and journals stored in leonardo storehouses	it allows to view in a room next to the Leonardo Campus storehouses some materials indicated in the catalogue as "document for internal consultation only"	Storehouses of Leonardo Campus Library building 2 - basement	mail to: consultazioneriservataleonardo-asab@polimi.it	Tuesday and Thursday, from 10 am to 12 am	up to 5 at a time	the same day	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni
Materials Library (consultation, loan and reference)	materials samples for Architecture and Design	it allows to view, borrow and get information on materials for Architecture and Design and their properties	Materials Library (Bovisa Candiani Library)	online borrowing request or in person or online reservation for an assistance session from the website <a href="http://www.materioteca.polimi.it/">http://www.materioteca.polimi.it/</a>	immediate Monday-Friday, from 8,30 am to 4.30 pm	up to 15 at a time	5 days	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
ISS Intra-University loan	paper books	it allows to obtain books from the Politecnico libraries that are located in other campuses, provided that they are "available" in the catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library	request in person in the library or by phone	1-2 working days (through the internal mail)	up to 2 at a time	20 days	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
			Como Campus Library Cremona Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library		2-3 working days lavorativi (through DHL)	up to 5 at a time		Alumni
Service "The book on your desk"	paper books	it allows to receive in the department office a book on loan from a library located in another campus	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library	online borrowing request and mail to the library owning the book <a href="http://www.biblio.polimi.it/en/services/intra-university-loans/">http://www.biblio.polimi.it/en/services/intra-university-loans/</a>	1-2 working days (through the internal mail)	up to 2 at a time	4 weeks	Politecnico professors and researchers
Inter Library Loan (ILL)	paper books	it allows to receive from an external library a book not available in the Politecnico catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online request from the catalogue home page <a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2</a> "inter-library services" Cost € 7 per book + possible other costs	variable times and ways, depending on the lending library	up to 5 at a time	20 days	students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
						1 at a time		Alumni
Document Delivery DD	articles, or parts of books	it allows to receive from external libraries copies of articles and parts of documents not available in the Politecnico catalogue	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	request via NILDE form (v. website) free service	variable times depending on the library providing the copies	up to 5 requests at a week		students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*
						1 request at a week		Alumni
Photocopies	paper books and journals	it allows to photocopy materials in accordance with the current legislation on copyright, provided that the state of conservation is good	Leonardo Campus Library Bovisa Candiani Library  Mantova Campus Library	purchase of a pay-as-you-go photocopy card of a value of € 5 from a vending machine located close to the photocopiers	immediate			everybody, also external users*
Purchase suggestion	books and journals	it allows to suggest the purchase of books and journals	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Como Campus Library Lecco Campus Library Mantova Campus Library Piacenza Campus Library	online request from the catalogue home page <a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;KAS=true#2</a> "suggest"	about 30 days if the book is on the market The steps are verifiable in the personal area			students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni

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<a href="mailto:Ask@your.library">Ask@your library</a>		it allows to ask online information on library services and archives	online service	online form on the website <a href="http://www.biblio.polimi.it/en/home/">http://www.biblio.polimi.it/en/home/</a>	answer within 1 working day			everybody, also external users*
Specialist Reference		it provides specialised support and guidance on bibliographic researches, electronic resources use, bibliography management, cartography consultation, thesis writing and thesis submission procedure	Leonardo Campus Library	in person in the library	Monday-Friday from 9 am to 4 pm			students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni
		it provides specialised support and guidance on bibliographic researches, electronic resources use, bibliography management,	Bovisa Candiani Library Bovisa La Masa Library Mantova Campus Library	richiesta appuntamento tramite servizio Chiedi@lla tua biblioteca	Monday-Friday from 9.30 am to 3.30 pm			
		it provides specialised support and guidance on archives researches	Historical Archives	in person in the library	Monday-Friday from 9.30 am to 1 pm			
Suggestions and complaints		it allows to send a suggestion or a complaint on libraries and archives services	online service	online form on the website <a href="http://www.biblio.polimi.it/en/home/">http://www.biblio.polimi.it/en/home/</a>	answer within 5 working days			everybody, also external users*
Courses for users		users may attend various courses held by librarians on using paper and digital resources, on library services, on bibliography and citations management	Leonardo Campus Bovisa Campus	registration through online form available on the website 15 days before the course <a href="http://www.biblio.polimi.it/en/courses-and-tutorials/courses/">http://www.biblio.polimi.it/en/courses-and-tutorials/courses/</a>	in the classroom			students, PhD
Courses on demand		professors may ask for specific courses for their students	Leonardo Campus Bovisa Campus	mail to <a href="mailto:biblio.corsiOnDemand@polimi.it">biblio.corsiOnDemand@polimi.it</a>	in the classroom			professors and students
Corsi on demand - Materials Library		professors may ask for specific courses for their students	location to be decided	in person at Materials Library	in the classroom			professors and students
Tutorials		self-learning tools on using resources and services provided by libraries	online service	online				everybody, also external users*
Exhibitions at Historical Archives	Archives documents	3 times a year exhibitions are organised on specific topics, referring to the documents stored at Historical Archives	exhibition space at Historical Archives	free visiting in the opening hours registration on a paper form at the entrance	in specific periods Monday-Friday, from 9,30 am to 5 pm			everybody, also external users*
Open access		it provides assistance and support on every topic related to open access (copyright, publishers policy, compliance with the mandates of the funders of the research)		mail to <a href="mailto:openaccess@polimi.it">openaccess@polimi.it</a> and in presence (group meetings, interviews)				professors and researchers, adjunct professors, PhD, TA staff
Discovery tool - SEARCH		it allows to query multiple resources at the same time to find: - books and journals - Post-graduate and PhD theses, paper and digital - articles from electronic journals - e-books - e-journals - databases	online service	<a href="http://www.biblio.polimi.it/en/home/">http://www.biblio.polimi.it/en/home/</a>				everybody, also external users may search Users view the resources found according the rules of each kind of resource

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University catalogue	paper books and journals	it allows to search and locate books and journals from all the Politecnico libraries. You can view if and how they are available. It is almost always possible to request online the documents	online service	<a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG</a>				everybody, also external users
Personal Area	paper books and journals	it allows to: - check the status of your loans - renew your loans online - make purchase suggestions and view the suggestions made - make inter library loan requests	online service	from the catalogue click on "personal area" and enter your credentials				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users*, alumni
APP POLIMI Library iOS and Android	books and journals	it allows to use the catalogue and the personal area services via smartphone	online service	free download from Apple and Android stores				everybody, also external users may search
Materials Library Catalogue	samples of materials for Architecture and Design	it allows to search the samples and view if they are available. You can request the documents online.	online service	<a href="http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;sysb=materioteca">http://opac.biblio.polimi.it/SebinaOpac/Opac.do?locale=ENG&amp;sysb=materioteca</a>				everybody, also external users may search
POLITESI archive online theses from 2010	post-graduate theses from July 2010, PhD theses from 2012	it allows to view the post-graduate theses submitted from July 2010 and the PhD theses submitted from 2012. Descriptive data is accessible to all users, while access to the full texts of the theses depends on the option chosen by undergraduates at the time they had submitted their work.	online service	<a href="https://www.politesi.polimi.it/?locale=en">https://www.politesi.polimi.it/?locale=en</a>				green stamp: all the users yellow stamp: only Politecnico users red stamp: nobody
<a href="http://geodata.polimi.it">GeoData@Polimi</a>	digital territorial maps	it allows the geographic research of cartographic materials and the download of digital cartographies.	online service	<a href="https://geodata.polimi.it/opengeoportale/">https://geodata.polimi.it/opengeoportale/</a>				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting professor e visiting PhD, external users, alumni
Refworks (software)		it allows to manage the citations and the bibliography	online service	within the Politecnico network <a href="http://www.biblio.polimi.it/call-to-action/refworks/">http://www.biblio.polimi.it/call-to-action/refworks/</a>				everybody
				outside Politecnico procedure described on the service webpage				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, alumni (?)
access to Electronic Resource on subscription	databases e-journals e-books	it allows the access to electronic databases on subscription and to view and download e-journals e e-books on subscription	online service	within the Politecnico network <a href="http://www.biblio.polimi.it/en/resources/">http://www.biblio.polimi.it/en/resources/</a>				tutti gli utenti
				outside Politecnico by configuring the proxy <a href="http://www.biblio.polimi.it/en/call-to-action/off-campus-access/">http://www.biblio.polimi.it/en/call-to-action/off-campus-access/</a>				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD
Proxy		through a configuration on your laptop it allows to access from outside Politecnico the electronic resources on subscription	online service	configuration by following the instructions <a href="https://www.asict.polimi.it/en/network-services/proxy.html">https://www.asict.polimi.it/en/network-services/proxy.html</a> configure the proxy and create the proxy credentials				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD

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study spaces		it allows to use the seats in the library for personal study or for reading the materials stored in the library	Leonardo Campus Library Bovisa Candiani Library Bovisa La Masa Library Lecco Campus Library	Policard or Tempolicard				students, TA staff, co.co.co staff, professors and researchers, adjunct professors, temporary research fellows, PhD, retired professors, visiting
			Cremona Campus Library Mantova Campus Library Piacenza Campus Library					
study room to be reserved to work in groups		it allows to book a room for studying and working in group	Bovisa La Masa Library	form available at the circulation desk possible booking by phone				students, professors and researchers, adjunct professors, temporary research fellows, PhD

\*Note: the external users may use library services only if they purchase a library pass

<http://www.biblio.polimi.it/en/services/external-users/>

Library	Opening hours	City and Campus	Address and building
Leonardo Campus Library - BCL	Monday - Sunday 8,00 am – 11,45 pm	Milano - Leonardo	via Ampère, 2 - building 11
Bovisa Candiani Library - BBC	Monday - Friday 8,30 – 20,50	Milano - Bovisa	via Candiani, 72 - building B1
Bovisa La Masa Library - BBL	Monday - Sunday: 8,00 – 21,00	Milano - Bovisa	via Lambruschini, 4 - building BL28
Hisotircal Library	Monday, Tuesday, Thursday, Friday 9,00 am - 4,00 pm Wednesday 12,00 am - 7,00 pm	Milano - Leonardo	piazza Leonardo da Vinci, 32 - building 9, entrance B, floor 1
Materials Library	Monday - Friday 8,30 am – 4,30 pm	Milano - Bovisa	via Candiani, 72 - building B1
Historical Archives	Monday - Friday 9,30 am – 1,00 pm	Milano - Bovisa	via Candiani, 72 - building B1
Como Campus Library	Monday - Friday 9,30 am – 12,30 am	Como	via Valleggio 11 at student desk
Cremona Campus Library	Monday - Friday 9,00 am – 5,45 pm	Cremona	via Sesto 41
Lecco Campus Library	Monday - Friday 9,00 am - 9,30 pm Saturday 9,00 am - 6,00 pm	Lecco	Via Previati, 1/c - building 8
Mantova Campus Library	Monday - Friday 8,30 am - 7,15 pm	Mantova	Piazza D'Arco, 3
Piacenza Campus Library	Monday - Friday 9,00 am - 1,00 pm, 2,30 pm - 7,30 pm Saturday 9,00 am - 12,00 am, 2,00 am - 7,30 pm	Piacenza	via G.B. Scalabrini, 113 - building 11